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## About the Author

**Bob LeVitus**, often referred to as “Dr. Mac,” has written or co-written more than 60 popular computer books, including *iPhone For Dummies*, *iPad For Dummies*, *Incredible iPad Apps For Dummies*, *Incredible iPhone Apps For Dummies*, *OS X For Dummies* for every version of OS X for John Wiley & Sons, Inc.; *Stupid Mac Tricks* and *Dr. Macintosh* for Addison-Wesley; and *The Little iTunes Book* and *The Little iDVD Book* for Peachpit Press. His books have sold more than a million copies worldwide.

Bob has penned the popular Dr. Mac column for the *Houston Chronicle* since 1996 and has been published in dozens of computer magazines over the past 25 years. His achievements have been documented in major media around the world. (Yes, that was him juggling a keyboard in *USA Today* a few years back!)

Bob is known for his expertise, trademark humorous style, and ability to translate techie jargon into usable and fun advice for regular folks. Bob is also a prolific public speaker, presenting more than 100 Macworld Expo training sessions in the U.S. and abroad, keynote addresses in three countries, and Macintosh training seminars in many U.S. cities. (He also won the Macworld Expo MacJeopardy World Championship three times before retiring his crown.)

Bob is considered a leading authority on Apple technology. From 1989 to 1997, he was a contributing editor/columnist for *MacUser* magazine, writing the Help Folder, Beating the System, Personal Best, and Game Room columns at various times.

In his copious spare time, Bob heads up a team of expert technical consultants who do nothing but provide technical help and training to Mac, iPhone, and iPad users via telephone, e-mail, and/or a unique Internet-enabled remote control software, which allows the team to see and control your Mac no matter where in the world you may be.

If you’re having problems with your Mac, you ought to give them a try. You’ll find them at [www.boblevitus.com](http://www.boblevitus.com) or 408-627-7577.

Prior to giving his life over to computers, LeVitus spent years at Kresser/Craig/D.I.K. (a Los Angeles advertising agency and marketing consultancy) and its subsidiary, L & J Research. He holds a B.S. in marketing from California State University.



## Dedication

For the sixty-fourth time, this book is dedicated to the love of my life, my wife and best friend, Lisa, who taught me almost everything I know about almost everything I know except computers.

And, again for the sixth-fourth time, this book is also dedicated to my kids, Allison and Jacob, who love their Apple gadgets almost as much as I love them (the kids, not the Apple gadgets).

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Some of the people who helped bring this book to market include the following:

### ***Acquisitions and Editorial***

**Project Editor:** Jean Nelson

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**Copy Editor:** Jean Nelson

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### ***Composition Services***

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**Layout and Graphics:** Carl Byers,  
Joyce Haughey, Christin Swinford

**Proofreader:** Dwight Ramsey

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# Introduction

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**Y**ou made the right choice twice: OS X Mountain Lion and this book. Take a deep breath, and get ready to have a rollicking good time. That's right. This is a computer book, but it's fun. What a concept! Whether you're brand spanking new to the Mac or a grizzled Mac vet, I guarantee that reading this book to discover the ins and outs of OS X Mountain Lion will make everything easier. The publisher couldn't say as much on the cover if it weren't true!

## About This Book

This book's roots lie with my international best seller *Macintosh System 7.5 For Dummies*, an award-winning book so good that now-deceased Mac cloner Power Computing gave away a copy with every Mac clone it sold. *OS X Mountain Lion For Dummies* is the latest revision and has been, once again, completely updated to include all the OS X goodness in Mountain Lion. In other words, this edition combines all the old, familiar features of previous editions — but is once again updated to reflect the latest and greatest offering from Apple as well as feedback from readers.

Why write a *For Dummies* book about Mountain Lion? Well, Mountain Lion is a big, somewhat complicated personal-computer operating system. So I made *OS X Mountain Lion For Dummies* a not-so-big, not-very-complicated book that shows you what Mountain Lion is all about without boring you to tears, confusing you, or poking you with sharp objects.

In fact, I think you'll be so darned comfortable that I wanted the title to be *OS X Mountain Lion Without Discomfort*, but the publishers wouldn't let me. Apparently, we *For Dummies* authors have to follow some rules and using *For Dummies* and *OS X Mountain Lion* in this book's title are among them.

And speaking of *dummies*, remember that's just a word. I don't think you're dumb — quite the opposite! My second choice for this book's title was *OS X Mountain Lion For People Smart Enough to Know They Need Help with It*, but you can just imagine what Wiley thought of that. ("C'mon, that's the whole point of the name!" they insisted. "Besides, it's shorter our way.")

The book is chock-full of information and advice, explaining everything you need to know about OS X in language you can understand — along with time-saving tips, tricks, techniques, and step-by-step instructions, all served up in generous quantities.

## What You Won't Find in This Book

Another rule we *For Dummies* authors must follow is that our books cannot exceed a certain number of pages. (Brevity is the soul of wit, and all that.) So I wish I could have included some things, but they didn't fit. Although I feel confident you'll find everything you need to know about OS X Mountain Lion in this book, some things bear further looking into, including these:

- ✓ **Information about some of the applications (programs) that come with OS X Mountain Lion:** An installation of OS X Mountain Lion includes roughly 50 separate applications, mostly located in the Applications folder and the Utilities folder within it. I'd love to walk you through each one of them, but that would have required a book a whole lot bigger, heavier, and more expensive than this one.

I brief you on the small handful of bundled applications essential to using OS X Mountain Lion and keep the focus there — namely, Calendar, Contacts, Messages, Mail, Safari,TextEdit, and the like, as well as important utilities you may need to know how to use someday.

For what it's worth, many books cover the applications that come with OS X Mountain Lion, as well as applications commonly bundled with Mountain Lion on a new Mac, such as iLife; the one my publisher suggested I recommend is *OS X Mountain Lion All-in-One For Dummies*, written by Mark L. Chambers, which is (of course) also published by Wiley.

- ✓ **Information about Microsoft Office, iLife, iWork, Adobe Photoshop, Quicken, and most other third-party applications:** Okay, if all the gory details of all the bundled (read: *free*) OS X Mountain Lion applications don't fit here, I think you'll understand why digging into third-party applications that cost extra was out of the question.
- ✓ **Information about programming for the Mac:** This book is about *using* OS X Mountain Lion, not writing code for it. Dozens of books cover programming on the Mac, most of which are two or three times the size of this book.

## Conventions Used in This Book

To get the most out of this book, you need to know how I do things and why. Here are a few conventions I use in this book to make your life easier:

- ✓ When I want you to open an item in a menu, I write something like “Choose File→Open,” which means, “Pull down the File menu and choose the Open command.”
- ✓ Stuff you’re supposed to type appears in bold type, **like this**.

- ☛ Sometimes an entire a sentence is in boldface, as you see when I present a numbered list of steps. In those cases, I leave the bold off what you're supposed to type, like this.
- ☛ Web addresses, programming code (not much in this book), and things that appear on-screen are shown in a special monofont typeface, like this. (If you're reading an ebook version of this book, web addresses are clickable links.)
- ☛ For keyboard shortcuts, I write something like  $\text{⌘}+\text{A}$ , which means to hold down the  $\text{⌘}$  key (the one with the little pretzel and/or  symbol on it) and then press the A key on the keyboard. If you see something like  $\text{⌘}+\text{Shift}+\text{A}$ , that means to hold down the  $\text{⌘}$  and Shift keys while pressing the A key. Again, for clarity, I never refer to the  $\text{⌘}$  key with the  symbol. I reserve that symbol for the  menu (Apple menu). For the Command key, I use only the  $\text{⌘}$  symbol. Got it? Very cool.

## Foolish Assumptions

Although I know what happens when you make assumptions, I've made a few anyway. First, I assume that you, gentle reader, know nothing about using OS X — beyond knowing what a Mac is, that you want to use OS X, that you want to understand OS X without having to digest an incomprehensible technical manual, and that you made the right choice by selecting this particular book. And so I do my best to explain each new concept in full and loving detail. Maybe that's foolish, but . . . oh well.

Oh, and I also assume that you can read. If you can't, ignore this paragraph.

## How This Book Is Organized

*OS X Mountain Lion For Dummies* is divided into six logical parts, numbered (surprisingly enough) 1 through 6. By no fault of mine, they're numbered using those stuffy old Roman numerals, so you see I–VI where you (in my humble opinion) ought to see Arabic numbers 1–6. It's another rule that *For Dummies* authors have to follow, I think.

Anyway, it's better if you read the parts in order, but if you already know a lot — or think you know a lot — feel free to skip around and read the parts that interest you most.

**Part I: Introducing OS X Mountain Lion: The Basics:** This first part is very, very basic training. From the mouse to the Desktop, from menus, windows, and icons to the snazzy-but-helpful Dock, it's all here. A lot of what you need

to know to navigate the depths of OS X safely (and sanely) and perform basic tasks can be found in this part. And although old-timers might just want to skim it, newcomers should probably read every word. Twice.

**Part II: Mountain Lion Taming (Or “Organization for Smart People”):** In this part, I build on the basics of Part I and really get you revving with your Mac. Here, I cover additional topics that every Mac user needs to know, coupled with some hands-on, step-by-step instructions. The part starts with a closer look at ways you can organize your files and folders, followed by a chapter about using removable media (which means *ejectable discs* — mostly CDs and DVDs). Last, but certainly not least, is a chapter about all the Mountain Lion applications (such as Calendar, Contacts, Messages, and Mail) that help you keep your digital life organized.

**Part III: Do Unto Mountain Lion: Getting Things Done:** This part is chock-full of ways to do productive stuff with your Mac. You discover the Internet — or at least how to get it working on your Mac and what to do with it after you do. Next, you look at the digital-media side of things with chapters about music, video, games, and digital photos. Finally, you look at Mountain Lion’s built-in tools for writing — namely,TextEdit and fonts.

**Part IV: Making This Mountain Lion Your Very Own:** Here, I get into the nitty-gritty underbelly of making OS X Mountain Lion work the way you want it to work. I start with the ins and outs of printing under OS X. Then I move on to somewhat more advanced topics, such as file sharing, creating and using multiple user accounts (and why you might want to), and the lowdown on numerous OS X Mountain Lion features — Text to Speech, speech recognition, automation, and more — that can make your computing experience even more pleasant.

**Part V: The Care and Feeding of Your Mountain Lion:** This part starts with a chapter about backups and security, which not only stresses the importance of backing up your data, but also shows you how to do it almost painlessly. I introduce you to a handful of useful utilities included with Mountain Lion, and explain when and how to use them. Finally, I tell you how to avoid most disasters, as well as what to do in the event that a major mishap does occur.

**Part VI: The Part of Tens:** Finally, it’s The Part of Tens, which might have started life as a Letterman rip-off but does include heaping helpings of tips, optional software, great Mac websites, and hardware ideas.

**Appendix:** Last, but certainly not least, I cover installing or reinstalling OS X Mountain Lion in the Appendix. The whole process has become quite easy with this version of the system software, but if you have to install Mountain Lion yourself, it would behoove you to read this helpful Appendix first.

## Icons Used in This Book

Little round pictures (icons) appear off to the left side of the text throughout this book. Consider these icons miniature road signs, telling you a little something extra about the topic at hand. Here's what the different icons look like and what they all mean.



Look for Tip icons to find the juiciest morsels: shortcuts, tips, and undocumented secrets about Mountain Lion. Try them all; impress your friends!



When you see this icon, it means that this particular morsel is something that I think you should memorize (or at least write on your shirt cuff).



Put on your propeller-beanie hat and pocket protector; these parts include the truly geeky stuff. It's certainly not required reading, but it must be interesting or informative, or I wouldn't have wasted your time with it.



Read these notes very, very, very carefully. (Did I say *very*?) Warning icons flag important cautionary information. The author and publisher won't be responsible if your Mac explodes or spews flaming parts because you ignored a Warning icon. Just kidding. Macs don't explode or spew (with the exception of a few choice PowerBook 5300s, which won't run Mountain Lion anyway). But I got your attention, didn't I?



These icons represent my ranting or raving about something that either bugs me or makes me smile. When I'm ranting, imagine foam coming from my mouth. Rants are required to be irreverent, irrelevant, or both. I try to keep them short, for your sake.



Well, now, what could this icon possibly be about? Named by famous editorial consultant Mr. Obvious, this icon highlights all things new and different in OS X Mountain Lion.

## Where to Go from Here

The first few chapters of this book are where I describe the basic things that you need to understand to operate your Mac effectively. If you're new to Macs and OS X Mountain Lion, start there.

Even though OS X Mountain Lion is somewhat different from previous Mac operating systems, the first part of the book is so basic that if you've been

using a Mac for long, you might think you know it all — and okay, you might know most of it. But hey! Not-so-old-timers need a solid foundation. So here's my advice: Skip the stuff you know; you'll get to the better stuff faster.



I would love to hear how this book worked for you. So please send me your thoughts, platitudes, likes and dislikes, and any other comments. Did this book work for you? What did you like? What didn't you like? What questions were unanswered? Did you want to know more (or less) about something? Tell me! I have received more than 100 suggestions about previous editions, most of which are incorporated here. So keep up the good work! E-mail me at [MountainLion4Dummies@boblevitus.com](mailto:MountainLion4Dummies@boblevitus.com). I appreciate your feedback, and I *try* to respond to all reasonably polite e-mail within a few days.

So what are you waiting for? Go — enjoy the book!

# Part I

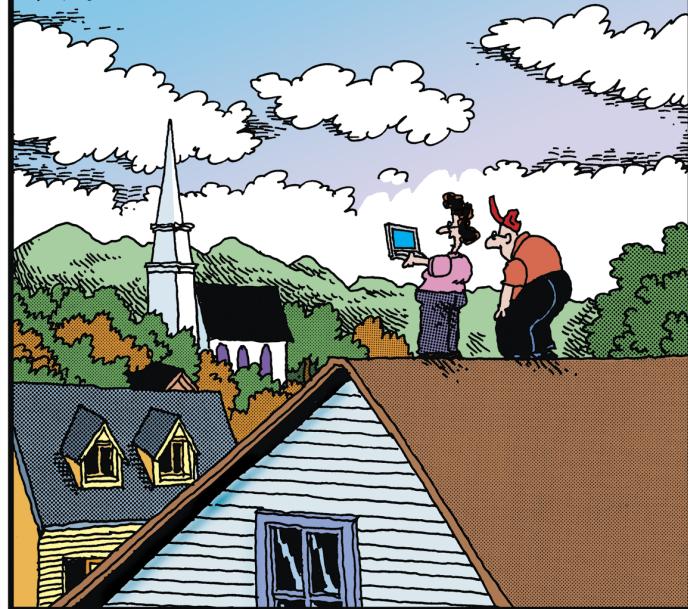
# Introducing OS X Mountain Lion: The Basics

The 5<sup>th</sup> Wave

By Rich Tennant

AFTER INSTALLING OS X,  
NED AND LORETTA SELECT THE  
COMPUTER'S BACKGROUND

© RICHTENNANT



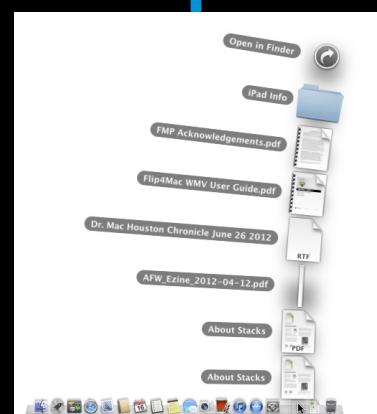
"Oh – I like this background much better than  
the basement."



## *In this part . . .*

**B**ecause I believe it's important to crawl before you walk, in this part, you get a look at the most basic of basics — such as how to turn on your Mac. Next, I acquaint you with the OS X Finder, with its Desktop, windows, icons, and menus (oh my)! Then you find out how to make this cat your own by customizing your work environment to suit your style. After that is a date with the Dock. And last but certainly not least, you discover ways you can use the Finder to make life with Mountain Lion ever so much easier.

So get comfortable, roll up your sleeves, fire up your Mac if you like, and settle down with Part I, a delightful little section I like to think of as "The Hassle-Free Way to Get Started with OS X Mountain Lion."





# OS X Mountain Lion 101

## (Prerequisites: None)

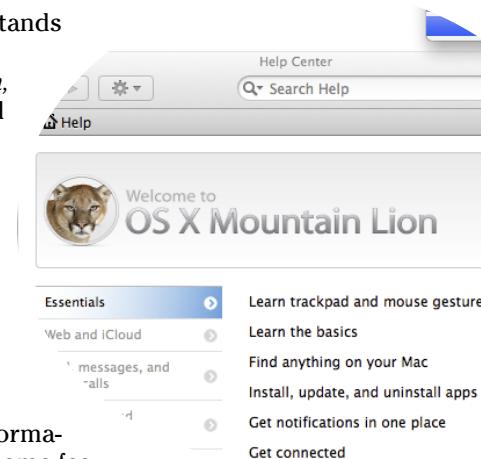
### *In This Chapter*

- ▶ Understanding what an operating system is and is not
- ▶ Turning on your Mac
- ▶ Getting to know the startup process
- ▶ Turning off your Mac
- ▶ Avoiding major Mac mistakes
- ▶ Pointing, clicking, dragging, and other uses for your mouse
- ▶ Getting help from your Mac

**C**ongratulate yourself on choosing OS X, which stands for *Macintosh Operating System X* — that's the Roman numeral *ten*, not the letter *X* (pronounced *ten*, not *ex*). You made a smart move because you scored more than just an operating-system upgrade. OS X Mountain Lion includes several new features that make using your Mac easier and dozens of improvements that help you do more work in less time.

In this chapter, I start at the very beginning and talk about OS X in mostly abstract terms; then I move on to explain what you need to know to use OS X Mountain Lion successfully.

If you've been using OS X for a while, some of the information in this chapter might seem hauntingly familiar; some features that I describe haven't changed from earlier versions of OS X. But if you decide to skip this chapter because you think you have all the new



stuff figured out, I assure you that you'll miss at least a couple of things that Apple didn't bother to tell you (as if you read every word in OS X Help — the only user manual Apple provides — anyway!).

Tantalized? Let's rock.



There is one last thing: If you're about to upgrade to Mountain Lion from an earlier version of OS X, you might want to peruse the Appendix first. It describes the process of installing or reinstalling Mountain Lion in full and loving detail, and has other useful information about installing Mountain Lion. 'Nuff said.

## Gnawing to the Core of OS X

The operating system (that is, the *OS* in *OS X*) is what makes a Mac a Mac. Without it, your Mac is a pile of silicon and circuits — no smarter than a toaster.

"So what does an operating system do?" you ask. Good question. The short answer is that an operating system controls the basic and most important functions of your computer. In the case of OS X and your Mac, the operating system

- ✓ Manages memory
- ✓ Controls how windows, icons, and menus work
- ✓ Keeps track of files
- ✓ Manages networking
- ✓ Does housekeeping (No kidding!)

Other forms of software, such as word processors and web browsers, rely on the operating system to create and maintain the environment in which they work their magic. When you create a memo, for example, the word processor provides the tools for you to type and format the information. In the background, the operating system is the muscle for the word processor, performing crucial functions such as the following:

- ✓ Providing the mechanism for drawing and moving the on-screen window in which you write the memo
- ✓ Keeping track of a file when you save it
- ✓ Helping the word processor create drop-down menus and dialogs for you to interact with